

**City of East Providence Budget Commission  
City Hall  
145 Taunton Avenue  
East Providence, RI 02914  
(401) 435-7500**

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**Meeting Minutes May 23, 2013  
Room 306, City Hall**

Members: Diane Brennan – present  
Christy Healey - present  
Stephen Bannon – present  
Peter Graczykowski, City Manager - present  
James Briden, Mayor – present

Other Attendees: Kat Waterbury, Human Resource Director  
Malcolm Moore, Finance Director  
Kim Mercer, Superintendent  
Joel Monteiro, School Committee Chair  
Rosemary Booth Gallogly, Director of Revenue  
Members of the Public

The Meeting was called to order at 3:06 PM.

**Item #1- Resolution regarding the Administrative Leave of Chief Joseph Tavares** – The resolution to terminate the administrative leave of Chief Joseph Tavares and return him to duty as Chief of Police was approved, with Mayor James Briden and Peter Graczykowski abstaining from the vote. School Committee member Joel Monteiro asked if there was a cost associated with the State Police Trooper. Stephen Bannon stated that there was not.

**Item #2 - Request to approve the salary and organizational chart for the Administration and Finance Officer** – The Commission reviewed the organizational chart for the AFO. Mr. Graczykowski asked about the dotted lines to the School Committee and City Council. Christy Healey stated that it was an indirect report because the AFO would directly report to the Mayor as elected Chief Executive Officer. Mr. Graczykowski asked if the AFO had oversight of the School Department because if it did not then he did not see any added value. He asked for a legal opinion as to the AFO's authority over the School Department. Chairwoman Brennan stated that the position was required by statute and we are here to implement. Mr. Monteiro asked if the School Department needed approvals from the AFO. Rosemary Booth Gallogly stated that legal counsel has reviewed and concluded that the AFO does have responsibility over the City and Schools. Mr. Graczykowski stated that the org chart did not properly reflect the reporting. Chairwoman Brennan suggested separating the two issues of org chart and salary into 2 items. Regarding the org chart, the issue was held for a subsequent meeting pending a legal opinion. Regarding the salary of \$95,000 the item was approved, with Mr. Graczykowski abstaining.

**Item #3 - Approval of full agreement between the East Providence Professional, Managerial, and Technical Employees Association** – Ms. Brennan stated that the Commission has already approved the

TA for EPPMTEA, this is the presentation of the full contract for signature. Ms. Healey noted that page 26 of the CBA was missing and would be included online. The item was unanimously approved.

**Item #4a - Request to post Probate Clerk position due to upcoming retirement.** Ms. Healey noted that this item included two requests for the City Clerk – Probate Clerk and Deputy Clerk. The Deputy position was not listed in error. Kat Waterbury stated that the Municipal Court Clerk and the Deputy Clerk positions were consolidated in September as a Court Administrator. The Clerk's Office wants to reclassify as a Deputy Clerk to provide back up for the City Clerk when she is away or on vacation. The Court Administrator position will not be backfilled. The Probate Court position will be vacant due to an upcoming retirement and needs to be backfilled. The position will be filled at a lower salary than the current incumbent. Both positions were unanimously approved.

**Item #4b - Request for temporary assistance in the Finance Department due to resignation of the Controller.** Malcolm Moore stated that the Finance Department currently has one accountant for the City and the Controller for the school. He is trying to fill the Deputy position and a Junior Accountant. The request is to fill the controller on an interim basis. The estimated time frame is 2-3 months. The Controller's last day is June 7. He has been assisting with Finance Director responsibilities as well. This item was unanimously approved.

**Item #4c Request to post the Chief's Aide position in the Fire Department –** Acting Chief Oscar Elmasian stated that the position has been vacant since 2009 due to the retirement of the existing Chief's Aide. There also was been a 19 hour part time employee. The Chief's Aide retired in 2009 leaving the part-time 19 hour per week clerk. The retired Chief's Aide worked hours a week doing payroll. Since then the responsibilities and the work have increased. The 19 hour a week clerk resigned and the 8 hour per week employee is seeking employment elsewhere. The duties are confidential work for the Chief, payroll, and monitoring of sick and vacation time. The job is greatly needed. It is a union position that has been in the Fire Department for 48 years. Ms. Waterbury noted that the position had been posted during the time when the Budget Commission was not monitoring personnel so they will have a candidate shortly. The item was unanimously approved.

**Item #5 - Discussion on proposed reorganization of Finance Department – Peter Graczykowski and Malcolm Moore –** Mr. Graczykowski stated that the Commission has seen several organizational charts for the Finance Department. This was the third iteration. Mr. Moore described the changes. There are no changes in the Assessor's Office. He was concerned with the Deputy, Controller, and Senior Accountant positions. He now proposed a Deputy, 2 accountants and a Budget Analyst. The Deputy would oversee the whole department but a majority of the work would be in accounting. The Controller position would become a Budget Analyst. The Treasury Department would become Tax Collection. There was a retirement in the treasury. He would move the treasurer's function into the Accounting section and the former Treasury Department would be strictly tax collection. There would be no change in pay for the Deputy or the Group Leader, just a title change. The section would lose 1 Account Maintenance Clerk. The Purchasing Department is now City and School. There will not be much time for that section to assist with accounting. The MIS position would move to the IT department. The conversion to the new system is taking place now. The former MIS person left in December. The assessor system is working. Mr. Moore is working with the tax collection implementation. The City is done and the water and sewer have not yet been completed. Mr. Moore has been assuming those responsibilities himself. He can discuss with the IT director if needed. The School Committee also would like 1 IT person dedicated to the school. The plan is to change the MIS position to a PC Technician which would save money. It made sense to move the MIS position out of Finance and into IT. There would be 6 positions in IT. For Finance there would be enough capacity on the school side and the Junior Accountant would work on UCOA. Mr. Graczykowski stated that it was important to address a long term plan for the UCOA because it is complicated. Mr. Moore noted that he planned to cross train staff on the UCOA system, and

that he wanted employees to be able to use both systems. Right now the Controller who is leaving has all the institutional knowledge of UCOA. The org chart was approved and the new positions can be brought to the next meeting to post and fill. The IT org chart will be reviewed at the next meeting.

**Item #6a - Request to post the Director of Pupil Personnel Services position.** Mr. Moore went over the current turnover savings, which was requested by the Commission at the last meeting. The 2% turnover in the budget comes to \$1.1 million. We can account for \$765,960. Additional savings depends on if there are any departures. Mr. Graczykowski stated it would be helpful to have this analysis on a regular basis when we propose positions because it puts the request in context to see if we are meeting our turnover goal. He asked about an upcoming arbitration in September and if we would lose the institutional knowledge of the incumbent. Kim Mercer stated that no, the School would be able to have the information. The position was unanimously approved.

**Item #6b - Request to Request to post full-time School Nurse position** – Ms. Mercer stated that the request was for a full-time nurse at Martin Middle School due to the resignation of the incumbent. The position would be filled by the transfer of a 3/5 nurse. The position was unanimously approved.

**Item #6c- Request to Request to post 3/5 School Nurse position** – Ms. Mercer stated that the request was for a backfill related to 6b. This was the non-public school nurse. The position was unanimously approved.

Ms. Waterbury asked if the school transfers and displacements had to come before the Budget Commission. The Commission asked for a list of the changes to provide approval.

**Item 6d - Request to post School Psychologist position** – Ms. Mercer stated that this was due to a leave of absence. The position was unanimously approved.

**Item #7 - Approval of minutes from the March 28, 2013 meeting** – Unanimously approved.

**Item #8 - Additional Commission items** – none.

**Item #9 - Schedule and agenda for next working group session(s)** – Next meeting scheduled for June 13, 2013 at 3:00 p.m.

Kevin Feeney, President of the Police Union, requested to make public comment. He asked about the resolution for Item #1 and why the State Police were needed, Stephen Bannon stated that it was a collective decision due to alleged issues. Mr. Feeney asked if any were criminal and Mr. Bannon said some could be considered criminal. Mr. Feeney asked if the Commission was aware of the Police Officer's Bill of Rights and Major Bannon said yes and we are unable to get into the details. The primary role of the State Police will be to investigate, not to be part of the department's administration.

The meeting is adjourned at 4:11 PM.

EPBC/ch

Approved by the EPBC June 13, 2013.